



**U. S. Department of Justice**  
**Drug Enforcement Administration**

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Washington, D.C. 20537

November 8, 2001

Dear Registrant:

This letter is being provided to clarify guidance concerning Schedule II orders without the use of an official order form (DEA Form 222). The Drug Enforcement Administration (DEA) placed an advisory on its web site on October 25, 2001, that due to the recent anthrax situation in the Washington, D.C. area, all mail deliveries from DEA's Registration Unit have been temporarily stopped. The DEA is not able to produce and mail any official order forms at this time.

Since that advisory was posted, there has been some confusion as to the proper procedures in placing an order without order forms. In addition, some corporations have requested individual letters from DEA authorizing the shipment of Schedule II controlled substances without an order form. These are extraordinary times; DEA is overwhelmed with responding to many issues surrounding this situation and cannot respond to individual requests. Therefore, this letter shall serve as general guidance for all registrants who are temporarily out of official order forms, but need to place an order.

Contact your local DEA office for authorization to order without an order form. To find the nearest DEA office, visit the Diversion Control Program web site at [www.deadiversion.usdoj.gov](http://www.deadiversion.usdoj.gov) and click on Offices and Directories. When you request authorization from the local DEA office, request that an order be placed for order forms so that when production commences, a supply will be sent to you.

When the order is placed and shipped, be sure to record all information that is usually recorded on a DEA Form 222. This will be needed to complete an after-the-fact order form when you receive a supply. When you receive your supply of order forms, enter all the appropriate information on each order that was placed during the emergency period and distribute the copies as usual.

Based on the information I have received, the usual cooperation between DEA and the regulated communities has exceeded all expectations. Thank you for being patient during these extraordinary times.

Sincerely,

A handwritten signature in black ink, reading "Laura M. Nagel", is positioned above the typed name.

Laura M. Nagel  
Deputy Assistant Administrator  
Office of Diversion Control